

## **INCOMPLETE IMMUNIZATIONS AND THE 30 DAY RULE**

If a child comes to the childcare facility with an incomplete immunization record or falls behind on the required immunization schedule, the facility must contact the parent by “direct personal notification” by telephone, e-mail, in person, or in writing. The parent has 30 days to make sure the child receives the required shots(s). Then there must be a plan prepared for the child to receive any remaining required shots. It is the responsibility of the facility to make sure that the parent follows the schedule. You can develop a “tickler system” for keeping track of a child’s immunizations, as described below.

## **TICKLER SYSTEM FOR KEEPING TRACK OF CHILDREN’S IMMUNIZATIONS**

- This system requires a card file with index cards, a box to hold them and a set of monthly index card dividers (January – December).
- For a child needing future immunization, enter his or her name on an index card and list all doses that will be needed. Using the “Immunization Guidelines” in your handout, determine when the next dose is due and note the deadline date on the upper right-hand corner of the follow-up card.
- At the beginning of each month, call, email, or send a letter to the parents to let them know that shots are due and inform them of the due date. Be sure to document on the index card the date the notice was sent.
- Enter immunization dates on the “Immunization Worksheet” when the child’s record indicates the immunization(s) were given.
- Repeat the steps above if additional immunizations will be needed in the future until all immunization requirements are met.
- It is required by law to exclude children whose parent do not provide proof of up-to-date immunization records after the “exclusion” date you provided.
- When no more immunizations are needed, remove the card from the file box.